



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION  
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APVG-CG

04 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #6 - Travel

1. References:

- a. Joint Federal Travel Regulation, Volume 1, Ch.4. Temporary Duty Travel Allowances, Dated October 2015, Appendices G and O dated July 2014
- b. Joint Travel Regulation, Volume 2, Ch. 4 Temporary Duty Travel Allowances, dated August 2015, Appendix O, dated August 2015
- c. Defense Travel System User's Manual, dated August 2015
- d. Department of Defense Financial Management Regulation (DoDFMR) DoD 7000.14-R, Volume 9, Chapter 2, Defense Travel System, dated August 2014
- e. Department of Defense Financial Management Regulation (DoDFMR) DoD 7000.14-R, Volume 9, Chapter 3, Department of Defense Government Travel Charge Card, dated July 2015
- f. Defense Travel System Document Processing Manual, dated September 2015
- g. Department of Defense DTS Best Practices, dated November 2015
- h. 25th ID FY16 Funding Guidance, November 2015

2. Purpose. To prescribe policy, guidance and detailed procedures for processing official travel authorization requests.

3. Applicability. This policy applies to all units and activities assigned, attached or administrative control (ADCON) to 25th Infantry Division who are funded with 25th Infantry Division funding.

4. Policy. It is the policy of the Department of the Army, USARPAC and the 25th Infantry Division that transportation resources be judiciously managed to prevent misuse and the perception of misuse.

APVG-CG

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a. Travel must be directly and clearly related to mission accomplishment or objectives. This policy is intended to assist subordinate commands, staff, and supported organizations in the management of travel programs across the Division. This policy implements specified procedures and enforces the 25th ID travel Standard Operating Procedures (SOP).

b. Commanders and supervisors are responsible for complying with the 25th Infantry Division travel policy and SOP for implementation and management of respective travel programs.

#### 5. Key Elements.

a. Defense Travel System (DTS). DTS is the exclusive travel system for the 25th Infantry Division. The Division SOP assigns responsibilities and provides procedures for requesting, authorizing, funding, and performing temporary duty (TDY) using DTS. Manual DD1610s are not authorized for TDY unless the traveler is in a TDY enroute to a Permanent Change of Station (PCS) or dependent student travel status.

b. Key Roles and Responsibilities. Personnel assigned to a key role or responsibility in DTS must complete required training courses as outlined in the Division SOP.

c. Vouchers. Travelers have 5 working days to submit their travel vouchers after completion of travel and must utilize the split payment option to pay balances on their Government Travel Charge Card (GTCC) when filing a voucher. In accordance with USARPAC Regulation 37-2, all travelers will have a GTCC.

d. Emergency Leave (EML). The Division G8 will provide a Line of Accounting (LOA) for units to utilize when processing emergency leave. The unit is responsible for providing the G8 an EML tracker accompanied with all the associated DA31s in order to facilitate EML payment and closeout.

e. Out-processing. Units must ensure their unit out processing checklists include DTS, General Fund Business Systems (GFBS) and GTCC review. All individuals must be released/detached from the 25th Infantry Division in order to facilitate move into the gaining unit's hierarchy. Each unit Organizational Defense Travel Administrator (ODTA) is responsible for the management of all Soldiers in each respective DTS hierarchy. Each unit Agency Program Coordinator (APC) is responsible for the management of all Soldiers in each respective GTCC hierarchy.

6. This memorandum supersedes 25th Infantry Division Policy Letter #7, dated 5 November 2014 and remains in effect until superseded or rescinded in writing

APVG-CG

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7. Proponent: The point of contact for this policy is LTC Letsy Perez-Marsden, 25th Infantry Division G8/ Comptroller, letsy.a.perezmarsden.mil@mail.mil or (808) 655-4131.



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